



bksb is an English and Maths online assessment. It looks at where your strengths and areas for improvement are. The tests will identify any skill gaps within literacy and numeracy. We will use the results to arrange support, if appropriate

STUDENT USER GUIDE

PLEASE COMPLETE BY FRIDAY 4TH SEPTEMBER

1. Go to the College website www.greenhead.ac.uk and from the left hand menu select bksb. Click on the link to access the assessment




3. Confirm that your details are correct.

2. In this first box enter your user name which is your student number beginning **S15** followed by your personal 4 digit number, for example **S151234** (you will find this on your student card)

>Password is 'password' (default setting).

bottom of the page you will find 'My Subjects'. This section helps you to find what you need to do next. You can also get more information about the college.

First time logging in Please confirm that the details below are correct.	
Greenhead Co	S151234
First name:	New
Last name:	Student
Confirm This is not my account	

4. Change your password – **Don't forget to make a note of what it is.**



bottom of the page you will find 'My Subjects'. This section helps you to find what you need to do next. You can also get more information about the college.

Enter email address Register your email address bksb has now introduced a 'Forgot details' button to the login page. For this function to work you need to register an email address with your account.	
Email	<input type="text"/> Save email address
If you don't wish to supply your email address click here . You can enter or amend your email address at any time by clicking the 'view profile' button on the learner home page.	

bottom of the page you will find 'My Subjects'. This section helps you to find what you need to do next. You can also get more information about the college.

You need to change your password Complete the form below to reset your password.	
Old password:	<input type="text"/>
New password:	<input type="text"/>
Retype password:	<input type="text"/>
Change Password This is not my account	

bottom of the page you will find 'My Subjects'. This section helps you to find what you need to do next. You can also get more information about the college.

Enter email address Register your email address Message from webpage bksb has now introduced a 'Forgot details' button to the login page. For this function to work you need to register an email address with your account.	
OK Cancel	

6. Select OK



WELCOME PAGE

7. Under **My Subjects** you will see English (2013) and Maths (2013).

You can choose which subject you do first.

The screenshot shows the bksb student home page. At the top, there's a navigation bar with the bksb logo and a 'New Student' dropdown. Below it is a 'Welcome' section with a student profile picture and basic information. The 'My Activities' section indicates no completed activities. The 'My Subjects' section is highlighted, showing two subjects: 'English (2013)' and 'Maths (2013)', each with a 'Take the Initial Assessment' button. A large black arrow points down from the top of the page towards the 'My Subjects' section, and another arrow points up from the 'My Subjects' section towards the 'Take the Initial Assessment' buttons.

MATHS

When completing the Maths assessment you will need scrap paper and a pen as you are **NOT** allowed to use a calculator unless the interactive calculator pops up on the screen for you to use.

ENGLISH

When completing the English assessment, make sure that you scroll down the questions to ensure you have read all the text.

8. When you are ready click on take the initial assessment

9. The assessment is not timed and you do not have to complete it in one go. To exit the test click on **Menu** and then **Exit Activity**. Next time you log on it will take you to where you finished.

The screenshot shows an English assessment question. It asks the user to identify who is 25 based on the text provided. The text says: 'Sonia is 25! You are invited to afternoon tea. 3 - 5 at the Royal Hotel High Street. No gifts - just bring a card.' A red arrow points down to the input field where the user should type their answer.

The screenshot shows a menu overlay titled 'Menu'. It includes options such as 'Volume', 'Animation', 'Styles', 'Exit Activity', and 'Close This Menu'. A red arrow points from the 'Exit Activity' option towards the text below.

The screenshot shows a results page with a large green checkmark icon. Below it, a button says 'Click on the button below to view your results.' A red arrow points from the text in step 10 towards this button.

10. When you have completed the assessment, click on the results button

Note: If the page you are working on freezes, follow step 9, **Exit Activity**.

If you experience any difficulties accessing or completing the test, please mention this to your tutor when you start at College.